

APPENDIX C
GUIDELINES FOR
PREPARATION OF STANDARD FORM 52

SF-52 ITEM	INSTRUCTIONS
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PART A

- 1 Fill in the kind of personnel action desired - Appointment, Reinstatement, Promotion, etc., or the kind of position action desired - Establish, Review, etc.
- 2 Complete appropriate number of SF-52 assigned by employing office.
- 3 Enter the name and telephone extension of the person most familiar with the action requested in the event additional information is required by the Personnel Office.
- 4 Indicate the proposed effective date of the requested action.
- 5 Enter the signature and title of the person requesting the action and date of signature.
- 6 Enter the signature and title of the person authorized to approve the request and the date of signature.

PART B

- 1 Complete if the action is being requested in the name of an employee. Type name as it appears on official records, i.e., SMITH, Mary J.

 Leave blank when action does not apply to a particular employee.

 On a name change action, show new name under this item.
- 2 When Item 1 is completed, enter the social security number.

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- 3 When Item 1 is completed, enter the date of birth
 (month, day, year, in numerals).
- 4 - 6 Will be completed by the Human Resources Office.
- B (Cont'd)
- 7 - 10 Complete for the following:
- separations
 - placement of an employee in a nonpay status
 (LWOP, suspension, etc.)
 - long-term training
 - a change in the employee's position title,
 position number, series, grade, pay,
 organizational designation, or geographic
 location, or appropriation code.
 - recruitment
 - leave blank for all other actions
- 7 Enter position title, and job number, payroll
 block, payroll location and F&A Code.
- 8 Enter pay plan as shown on the present position
 description or the "TO" portion of the
 employee's latest SF-50.
- 9 Enter occupational code number as shown on
 present position description, or as shown on the
 "TO" portion of the employee's latest SF-50.
- 10 Enter grade of position as shown on present
 position description, or as shown on the "TO"
 portion of the employee's latest SF-50.
- 11 - 13 Will be completed by the Human Resources Office.
- 14 Enter employing office, office symbol and
 ACPERS organization code.

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15 - 18 Complete for all actions except those where no new position is involved, such as:

- separations
- name change
- placement of an employee in a nonpay status (LWOP, suspension, etc.)
- long-term training

Specific instructions are noted below.

B (Cont'd)

- 15 Enter position title, job number, payroll block, payroll location and F&A Code. If request is for establishment of the new position, enter the type of position recommended. If request is detailed to "unestablished position", enter "STATEMENT OF DUTIES", and attach a statement of duties to be performed.
- 16 Enter the pay plan code as shown on the position description.
- 17 Enter the occupational code as shown on the position description.
- 18 Enter grade shown on position description.
- 19 - 21 Will be completed by the Human Resources Office.
- 22 Enter command, employing office, office symbol and ACPERS organization code.
- 23 - 35 Will be completed by the Human Resources Office.
- 36 Enter appropriate Army Management Structure Code (AMSCO) and Identification Code.
- 37 & 38 Will be completed by Human Resources Office.

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- 39 Enter location where employee is officially stationed, i.e., Washington, DC, Fort Belvoir, etc.
- 40 - 43 Will be completed by Human Resources Office.
- 44 Enter MMD Paragraph and Line Number, and Standard Work Center Code (SWC), Unit Identification Code (UIC).
- PART C Will be completed by the Manpower and Human Resources Office.
- PART D Supervisors will complete in the event of a resignation or retirement.
- PART E
- 1 - 5 This part is to be completed by an employee when resigning. The resignation may, however, be submitted by letter which can be attached to the SF-52.
- Specific guidance follows:
- 1 Reason for resignation should be specific.
- 2 Last day on agency rolls, to be completed by employee.
- 3 Self-explanatory.
- 4 Date of preparation of resignation statement.
- 5 Must be completed. This address is used primarily for forwarding copies of documents and any pay or compensation entitlements.

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PART F

REMARKS

Enter additional information necessary to explain the action and the completed items.

For example:

- special conditions of employment
- limitations of length of employment
- tour of duty
- information about the position to be filled
- reason for reassignment

If occupancy of this position is limited to the return of a former incumbent with statutory reemployment rights, enter "Obligated Position to (Name of employee)."